



## USAID/GUINEA IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION :

### USAID PROJECT MANAGEMENT ASSISTANT (HEALTH)

**Position is open to all Guinean nationals and those eligible for permanent residence and authorization to work in Guinea**

**JOB ANNOUNCEMENT NUMBER: SOL-675-16-000010**

#### **BASIC FUNCTIONS OF THE POSITION:**

The USAID Project Management Assistant in the Health Office at USAID/Guinea provides support to the Health Office in monitoring, budgeting, activity design implementation, and reporting including obtaining and checking/reconciling financial data from Activity Managers (AMs), Assistance Officer Representative (AORs), Contracting Officer Representative (CORs), and implementing partners (IPs) for the Ebola recovery activities. S/he tracks health funded acquisition and assistance requests, audits, evaluations, and reports. The incumbent helps the Health Office assemble, finalize and format budgets, contractual and reporting documents. S/he prepares schedules, arranges appointments, organizes meetings and prepares briefing materials for the Ebola health portfolio and TDY visitors. S/he serves as a contact for Ebola health funded partners/cooperating agencies (CAs) and maintains updated information on these agreements for the office. Finally, s/he resolves problems encountered in connection with a variety of program implementation issues.

#### **NB:**

**Education:** Bachelor's degree in Management with strong project administration or program management work experience is required.

**Work experience:** Three to five years of substantive administrative experience is required. This level of experience is necessary because of the urgent and time-sensitive nature of work to be performed. Working with the USG or international development organizations is also preferred.

**Language Proficiency:** Level 4 (fluent) ability in written and spoken English and French are required.

**DEADLINE TO RECEIVE APPLICATIONS: JULY 29, 2016. 16:30 Local Time**

**HOW TO APPLY:** Interested applicants with existing work and/or Residency Permits **MUST** submit a complete application package which includes:

- ☐ A cover letter
- ☐ An AID 302-3 form or DS-174
- ☐ A detailed resume and
- ☐ 3 to 5 References.

To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation

All the above mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and **should be addressed** as follows:

#### **Attention**

Human Resources Office  
USAID/Guinea

By Email address: [Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov)

○ **Copy of the complete position description listing all duties and responsibilities can be found at USAID website <http://guinea.usaid.gov>**

○ **Form AID 302-3 can be found at: <http://www.usaid.gov/sites/forms> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary?formType=ALL>**

○ **Form DS-174 can be found at: [http://conakry.usembassy.gov/job\\_opportunities.html](http://conakry.usembassy.gov/job_opportunities.html)**

**Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID/Guinea**

**Interested candidates can pick up the complete solicitation at the Embassy reception**